Re-TRAC
School Reporting: Annual Recycling Report
Due By March 1 Each Year

If you do have a Re-TRAC Connect Account: Go to https://connect.re-trac.com

Log in to your Re-Trac Connect Account

Click on the “Join Programs” Button
Find the “ADEM Solid Waste & Recycling Reporting” program and click on the “Details” button. Then follow directions to add this program to your dashboard.

If you do not have a Re-TRAC Connect account: [https://connect.re-trac.com/register/ADEM](https://connect.re-trac.com/register/ADEM)
Click on the most appropriate organization type (K-12 school system or college/universities) and fill out the registration details on the page that you are taken to:

You will be sent an automated email. Click on the link in the email and you will be taken to:

Hit “Go” and you will be taken to your “Status” page where you can fill out surveys for ADEM.
Click the blue '+' icons to fill out the survey for the correct year.

Please fill out completely: volume in pounds of the recycled material, the name of the facility where the recyclables go, and location of the facility.
If you are still working on completing the report, change the “status” to save. You will then be able to access the report to continue working on it at a later time. Once finished with the report, change the “status” to submitted. This will submit the Annual Recycling Report to ADEM for review.

- If you “submit” (locks the report) the report and need to get back into the report, contact ADEM, and we can unlock the report.

- Reports are due by March 1 each year. Click on the 2015 report, and submit information for the previous fiscal year (Sept. 2013- Oct. 2014).